

M I N U T E S

PRINCIPAL STAFF MEETING Monday, October 3, 2005

Present:	Ron Hilliard	Jeannie Gerber
	Bill O'Donnell	Greg Kist
	Dick Judy	Greg Stone
	Louis Aspey	Carol Lagodich
	Rick Heaslip	Herb Andrick
	Carolyn Hefner	Norm Bailey
	Angie Tackett	Steve Carpenter
	Charlotte Wertz	Ron Bricker
	Amy Bolyard	Roseanne Kennedy

The meeting was called to order by the facilitator Rick Heaslip at 8:00 am.

RON HILLIARD

Ron wished everyone Happy New Year! He briefly discussed the Continuing Resolution which was signed by the President last week. We will be under this resolution until further notice. We cannot spend more than we did this time last year. Ron asked that all expenditures go through Ron Bricker so we can keep a tab on this spending. He also asked Ron Bricker to put in a 10% reduction for this spending. Ron thanked everyone for their patience this last year. We spent all the funds we had available.

Bill O'Donnell had questions on CRP. He asked if we should be doing anything with this program since we don't have an agreement with FSA on this program. He feels we should stay away from this program.

Ron Hilliard indicated we are going to be under an allowance formula on how we get our funds in FY-06. We need to beef up our WRP Program and get more applications. Ron will get the process out to everyone soon.

BILL O'DONNELL

Bill briefly discussed progress reporting. We ended the fiscal year fairly well. However, there are some items in reporting where they should not be. WV did fairly well in spite of the weirdness in PRS.

Bill briefly discussed the business plan. We will be working on the FY-06 Business Plan this month. Bill thanked everyone who got things to him. We will also be working on the upcoming Operations Review scheduled for the week of November 7th.

CHARLOTTE WERTZ/AMY BOLYARD

Amy indicated she tried to make the process of getting agreements to her a little easier. She did state that she wants a written request to her. She would also like carbon copies to any staff member who would be affected by the change in the amendment or new agreement. If people are submitting a new agreement to Amy, she would like them to fill out the checklist she e-mailed to everyone last week. Questions people cannot answer should be forwarded to Amy. National Headquarters sent out a new policy in May that all agreements except EWP over \$100,000 need to be sent to the RAC for review. ASTC-FO's should not be kept in the dark. They need to be kept informed so they are prepared to answer questions at the conservation district meetings. The conservation districts are the ones who should contact Amy with questions. They should not contact the ASTC-FO's. The districts should contact the person they get the letter from. Carolyn Hefner had a few comments on when questions should go to them at WVCA and they in turn will contact Amy.

BILL O'DONNELL

Bill distributed and discussed a copy of a memo dated September 20, 2005 to All NRCS Employees from Chief Knight. The subject of this memo was SPA – Human Capital Strategic Plan Letter. Names of employees who are interested in the development of an NRCS Human Capital Strategic Plan should apply for the core team. The funds to pay the core team members will be absorbed by the States. Therefore, all applications must be approved by Ron Hilliard. However, Ron Hilliard told the ASTC-FO's that if a field office is lacking in progress, they will be one of the lower ones on the totem pole. People in these field offices will not be approved for this type of thing. ASTC-FO's can screen these nominations before they are sent to Ron at the State Office.

STEVE CARPENTER

We are at the beginning of a new year, and we have the old one behind us. The Principal Staff is scheduled for a tour of the Geospatial Center at WVU this morning immediately following this staff meeting. Later this week, Steve will be in Annapolis, Maryland.

DICK JUDY

Awarded the Knapps Creek contract and work began last week. Obligated all the \$150,000 of TSP funds on 4 A&E contracts. Dick indicated they will need additional information from the field on these contracts. Barbara Broxterman will work with the FO's on this.

HERB ANDRICK

There was only one Farm Bill contract not signed last week. They picked up one AMA contract last week. Herb thanked everyone for their work in getting all this money obligated.

RON BRICKER

Ron thanked everyone for all their help last fiscal year. He indicated they had a little money left over because of carry over funds in C0-01 and C0-02. Ron told each ASTC-FO that he was going to issue each Area Coordinator with a \$2,000 allowance for supplies. However, Ron will contact each Coordinator and let them know which funds to charge these to. The first thought was to give each Coordinator a \$1,000 allowance for supplies. However, they decided to give each of them an additional \$1,000 mainly because of such things as the cost of color printer cartridges. Ron indicated he was also giving each Coordinator an additional \$500 to purchase loose postage. These additional funds will help us in the first quarter of FY-06. They also set aside some funds to purchase some of the items on various "wish lists." Ron indicated we closed out the books last fiscal year with \$2.00 or less in each account. He indicated they will announce the things we have purchased or plan to purchase sometime within the next week or two. If you need to purchase anything outside of the supplies budget, you need to contact Ron about this. Ron stressed to everyone to be very prudent on what you can buy this year. Our budget this fiscal year is going to be very tight. Once we get the new budget, we will go from there. Ron stressed that employees are to charge to what they are doing. We only had about \$450,000 of 03 and 08 FA funds to carry over to next year. We carried over \$17 million FA funds for a project coming up next year. We also carried over \$805,000 for another project coming up next year.

CHARLOTTE WERTZ

Charlotte reminded everyone about their EDP's. This will definitely be one item reviewed at the upcoming Operations Review the week of November 7th. If your EDP is in the old format, send them to her like that. Charlotte briefly discussed the Outreach Report. She gave a special thanks to J.R. Wolfe for his input into this report. The Outreach Report for next year will be a little different. Charlotte also expressed a special thanks to the FNM Staff for all their hard work this past year. She also reported that the 450's are in the mail! All DC's and RC&D Coordinators are also receiving the 450's. This is a change from previous years. If you have questions concerning the 450's, please call Charlotte immediately. She reminded everyone that they must have a contact phone number on these 450's. She also stressed that the name and phone number must appear on each sheet of the 450. Charlotte indicated employees should use their work phone number and office address. Under no circumstances should anyone use "N/A" on this form. Check only the appropriate box.

RON HILLIARD

Ron asked everyone to check their e-mail for the ER In Brief. This was sent to all employees. One item of interest in this document is an article on taking charge of your charge cards. Ron asked the Principal Staff to let their employees know there are some disciplinary actions that can be taken if

needed. Ron briefly discussed his schedule for this week. He will be in Lewisburg on Wednesday and Elkins on Friday.

GREG KIST

Greg said they have 2 cell phones in his area that are dead or almost dead. These phones were assigned to him and Sam Ware. Bill O'Donnell offered to bring 2 new cell phones to Greg in Ripley on Thursday. Greg also briefly discussed the situation of the Glenville FO relocation. Ron Hilliard indicated he will check with FSA on this issue. Ron then went on to discuss the FSA reduction of offices.

Greg briefly discussed the issue of Human Resources qualifying the 457 disciplines. Ron Hilliard stated this issue is on the agenda for the upcoming National Leadership Team Meeting in Ft. Worth later this month. He will have more information about this when he returns from the NLT Meeting.

RICK HEASLIP

Rick reported there will be Conservation Planning Certification Training October 18-22.

HERB ANDRICK

There will be a bulletin coming out this week on the Local Work Groups. Herb complimented Greg Kist on his employees who attended last week's GPS training.

Next Principal Staff Meeting is scheduled for Tuesday, October 11 at 7:55 a.m. in the Water Resources Conference Room.

Meeting adjourned at 8:55 a.m.